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MEMORANDUM FOR: School Chiefs, Supervisors and Instructors

SUBJECT : Invitation for Significant Suggestions Related
to Training

1. This memorandum answers questions concerning appropriate types of IDEAS and SUGGESTIONS from personnel participating in the training program.

2. All substantive and administrative suggestions related to the training mission are welcome. Each idea will be carefully studied. If an idea is accepted, the savings will be calculated as a basis for an award. The line of duty limitations will be considered by the Suggestion Awards Committee.

3. A study of the decisions made on training suggestions for the last five years has been distilled into the following guidance. To be eligible, suggestions should meet the following criteria:

- a. They must offer a specific solution.
- b. It must be obvious that the benefits will be sufficient to offset the cost of processing.
- c. The improvements must not have been provided for under other auspices or under available resources.

d. The improvements must not be obtainable through normal administrative channels. They must be of more than passing interest and of sufficient and enduring magnitude to warrant consideration. While suggestions for new text books, teaching methods and aides should be submitted to OTR, normally, they do not warrant consideration under the Suggestion Awards Program. It is difficult to evaluate the benefits that would be derived by the Government because teaching methods will always be a subject for healthy disputes.

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e. The suggestion must not be for a Fringe Benefit type of training. All training courses must be aimed at the betterment of the organization, not of the individual exclusively, but benefits can accrue to the individual indirectly.

f. The suggestion must be for an improvement which, as a matter of record, is not or has not been under consideration, unless present timing is more propitious and warrants active consideration.

4. With these factors in mind, an invitation to the faculty to submit administrative and substantive suggestions relative to OTR programs should produce some very interesting food for thought and, we would assume, some intelligent reactions and substantial awards.

5. We trust that instructor personnel will use the Suggestion Program to solicit from students proposals that are aimed at coping with the dynamic mission of this organization. Several reference sheets related to encouraging new ideas are attached. It will also be a pleasure for the Committee to recognize your demonstrated leadership in this program by an appropriate commendation.


MATTHEW BAIRD
Director of Training

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Enclosures: 5

1. Action Program for Ideas
2. How to Seek Good Ideas
3. Idea-Spurring Questions
4. Suggestions vs. Job Responsibilities
5. Guide for Determining Awards with Intangible Benefits